



NAVAL RESERVE COMMANDER NAVAL AIR FORCE  
U.S. ATLANTIC FLEET TEN EIGHT SIX  
NAVAL AIR RESERVE NORFOLK

"PROVIDE CONTRIBUTORY SUPPORT FOR  
COMMANDER NAVAL AIR FORCE  
U.S. ATLANTIC FLEET"

Commanding Officer: CAPT C. E. OVERCASH  
Executive Officer: CDR D. R. STITZLEIN

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**PLAN OF THE MONTH FOR NOVEMBER 17/18 2001**

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SCHEDULE OF EVENTS

\*\*UNIFORM OF THE DAY\*\*

**SATURDAY, 17 November 2001**

0730 Muster for staff duties - Unit Spaces  
0730 NAR PBFT - SP367  
0830 Unit PBFT - Conference Room 1  
0900 COs' Meeting - SP12  
1130 Noon Meal  
1230 Muster for staff duties - Unit Spaces  
1630 Muster for secure

OFFICERS AND CPO:

Prescribed: S.D. Blues  
Alternate: Service Khaki  
ENLISTED:  
Prescribed: S.D. Blues

**SUNDAY, 18 November 2001**

0730 Muster for staff duties - Unit Spaces  
1130 Noon Meal  
1230 Muster for staff duties - Unit Spaces  
1630 Muster for secure

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**DRILL DATE:** DEC 08/09, JAN 12/13, FEB 09/10, MAR 16/17,  
APR 20/21, MAY 18/19, JUN 22/23, JUL 13/14, AUG 17/18, SEP 21/22

1. **IMPORTANT PHONE NUMBERS**

RPD: CDR(Sel) R. Remsing	(W): (757) 444-1122/1177	FAX: (757) 445-0719
PM: LCDR J. Thompson	(W): (757) 444-2038	FAX: (757) 444-4850
PM VOICE MAIL AND E-MAIL	(V): (757) 444-2570	thompsji@cnrf.navy.mil
NAR DUTY OFFICE (SP-12)	(757) 444-7295	FAX: (757) 445-0719
CNAL 1086/RES LIAISON	(757) 444-2567/2549	FAX: (757) 445-9171
NAS/NOB BOQs	(757) 444-7466/4667	(757) 444-4151/3250
CNAL 1086 WEB SITE	<a href="http://www.cnalreserves.com">www.cnalreserves.com</a>	
NAR NORFOLK	<a href="http://www.narnorfolk.navy.mil">www.narnorfolk.navy.mil</a>	

2. **RESCHEDULING DRILLS.** The unit website is now available to put in your reskeds. If you are unable to use the site, you are required to phone in your reschedule plans (757) 444-2549/2567 NLT 1200 on the Saturday of drill weekend.

If there is no reschedule information available and you are absent, you will be mustered as an UNEXCUSED ABSENCE. Be advised all rescheduled drill forms must be submitted to RESFIRST no later than 72 hours after completion of drill, or you will be marked UNEXCUSED ABSENCE.

3. **UNIT WEBSITE**. The unit website is rapidly expanding. All members need to logon and update their personal information. A link to the site has been provided to the CNAL staff to allow them to search for reservists with certain skills for projects they need assistance with. It is imperative the data be current. To avoid having to recreate your drill history, please recap all drills, ATs and contributory support on-line. Contributory support includes all support provided during the drill weekend and reschedules. The site will generate a monthly report that is automatically emailed to the program manager. If you have any questions or suggestions for other functionality, please contact LCDR Bodoh. Recap all drills, ATs, ATPs etc., on the site. NAR does not want the paper recaps.

#### 4. **SECURITY CLEARANCE INFORMATION**

a. If you know that your AT requires an update to your security clearance, please submit the request to YN3 Nicholas (NAR Admin) at the time of the AT request. She can be reached at 444-2218. Start doing the paperwork now if your clearance is due to expire within the next two years. Also, ensure you contact Chief Fisher (NAR Admin) two weeks prior to your AT and give him the FAX number to the command your AT will be held. Please remember to submit a timely request and follow up with the AT command to confirm receipt.

b. For SELRES who go on AT that involves working with NATO allies, you may need a NATO equivalent security clearance. A NATO security clearance lecture is required. POC is YN3 Nicholas. Also, if you plan to do NATO ATs you will need to have a Top Secret clearance.

5. **PHYSICAL EXAMS**. Reporting time for physical examinations is 0715-0800 or 1300-1330 on Saturdays only. If you are unable to obtain a physical during drill weekend, you may schedule one during the week by calling Tricare (800-931-9501).

6. **TRAINING**. Individuals are responsible for providing documentation of any completed naval courses while on AT/ADT/IDTT to the CNAL 1086 Training Department for incorporation into command training jackets.

#### 7. **ANNUAL RETIREMENT POINTS**

a. The Annual Retire Point Records are now on-line. Log on at <http://www.bol.navy.mil/default.asp>. Type in SSN (no dashes) then birthday (yyymmdd). Push hyperlink to "ARPR/ASOSH Online."

b. Annual retirement point record updates. The annual report we all receive can be updated/corrected by highlighting or circling the period in question, providing a copy of the liquidated orders with pay documentation and returning the orders and corrected copies to NRPC at the address listed on the report. NRPC will then correct and reissue the report to the member for verification.

c. It is a requirement that 3 copies of all liquidated AT/IDTT orders be turned in to Michelle Andrews after completion. Anyone who has not liquidated travel orders, please do so ASAP.

8. **SERVICE GROUP LIFE INSURANCE.** Effective 1 November, all married members will have \$100,000 coverage on their spouses, which will be automatically deducted. See your local PSD if you elect to insure your spouse for amounts less than \$100,000 in increments of \$10,000 or opt not to have this coverage. Children will be covered for \$10,000 free of charge. More details can be found at <http://www.insurance.va.gov/sglivgli/sglifam.htm>.

9. **THRIFT SAVINGS PLAN (TSP).** The Account Access section of the TSP Web site allows you to review your account balance as of the end of the previous month. Account information is generally available by the fourth business day of the month. To enter Account Access, you will need your SSN and four-digit TSP Personal Identification Number (PIN). If you do not know your PIN, you can request that a new PIN be mailed to you at the address in your TSP account record. More info on TSP is available at [www.tsp.gov](http://www.tsp.gov).

10. **SUSPICIOUS MAIL/PACKAGES.** With recent reports of anthrax exposure, we all should be careful of handling incoming mail. The likelihood of receiving a suspicious envelope or package is remote; however, exercise caution. Some characteristics of suspicious mail or packages are excessive postage, incorrect titles, titles but no names, misspellings of common words, oily stains or discoloration, powder or residue, and no return address. If you receive a suspicious mail or package, do not open under any circumstances. Immediately notify proper authorities.

11. **MOBILIZATION (MAS) CODE.** A MAS Code alerts the USNR system as to your ability to mobilize. A new code has been developed for those drilling reservists wishing to volunteer for recall: "VOL". The BUPERS site <http://www.bupers.navy.mil> has the initial policy and procedures guidance for recall and mobilization, along with a "Volunteer Recall Request Form," on its home page under "recall news."

12. **WILL WORKSHOPS.** In response to reserve mobilization and increased demand for wills after recent events, Naval Legal Service Office Mid-Atlantic has set up a streamlined Will Workshop process. Active Duty and Reserve personnel can now get wills at NLSO's Will Workshop in Bldg. B-50, the Tax Assistance Center, across from NLSO on Maryland Avenue. The Monday and Saturday Will Workshops are first come, first served. Doors open at 0800 and attorneys see clients from 0900-1500. For more info, see LCDR Lang or LCDR Mazzeo in the Force Legal Office.

13. **ACTIVATION/MOBILIZATION CHECKLIST.** Please review items and verify/update Page 2 information. The complete Activation/Mobilization Handbook can be viewed on the NAR website.

C. E. OVERCASH

Copy to:  
NAR Norfolk (PM/SWO/RESFIRST)  
CNAL (N02R)

CO's comments: